



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS:	Staff Services Manager I
TENURE:	Permanent
TIME BASE:	Full-Time
SALARY:	\$4746 - \$5726

POSITION:

Under the general direction of the Chief, Management Services, Staff Services Manager II, this position serves as the working level supervisor responsible for managing the [Business Services Office](#) for the State Treasurer's Office and the Financing Authorities. Specific duties include:

DUTIES:

- Supervises, assigns work and directs the day-to-day activities of the Business Services staff: provides training, reviews workload and evaluates employee performance; supervises the review and approval of and develops new policy for contracts and procedures; develops policy and monitors efforts to implement disabled veteran business contract participation goals; supervises the purchase of all equipment and supplies, the maintenance of all equipment, the maintenance of the STO's property management tracking system; supervises the coordination of departmental moves and renovations; supervises the writing of specifications for equipment, material and supplies and the authorization of expenditures within specific limits for purchases, equipment repair and alterations. Must have ability to share job knowledge, skills and ideas, and to develop cooperative working relationships with staff of the State Treasurer's Office and Financing Authorities, Department of General Services, outside vendors, other State agencies and the public.
- Analyzes the needs of the Treasurer's Office and Authorities and manages the projects resulting from the analyses; monitors projects and ensures they are completed in a timely manner; addresses and resolves major problems; performs the most complex Business Services duties; assists the Staff Services Manager II in the development, interpretation and implementation of new or revised policy.
- Acts in the absence of the Staff Services Manager II in matters relating to the Business Services section of the Management Services Unit.

DESIRABLE QUALIFICATIONS:

- Understanding of Business Services functions, Laws, rules and regulations
- Demonstrated Supervisory Skills
- Ability to think clearly, act quickly and communicate effectively when dealing with the Treasurer's Executive Office, Executive Directors of the Authorities, and Management staff.
- Ability to recognize issues of political sensitivity and to use tact and discretion when addressing them.
- Ability to analyze and recommend ways to solve problems of organization to management.
- Ability to concurrently handle multiple projects.
- Knowledge of Microsoft Word, Excel, and Access, or similar IBM compatible applications.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as a Staff Services Manager I or are interested in a lateral transfer or reinstatement may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "200-4800-002" next to the classification on your application/resume, i.e., Staff Services Manager I (200-4800-002).

FINAL FILING DATE:

Applications will be accepted until filled. Only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.